

INSTRUCTIONS & CHECKLIST

PACKET “G” -- DEFAULT PACKET

I. YOUR SPOUSE HAS NOT RESPONDED.

Wait 21 days from the date your spouse was served with the papers. Give the Clerk of District Court your cause number and confirm that your spouse has not filed a Response. If he/she has not filed a Response, then you can ask the Court to grant you a dissolution (divorce) by default. Follow the steps below:

STEP 1. -- Filling Out The Forms

- ☐ Form #105 Fill in every section. Sign page 2.
- ☐ Form #106 Fill in caption. The Clerk will sign.
- ☐ Form #43 or #80 From your original packet. Complete - do not sign. The Judge will sign at the hearing.
- ☐ Form #107 Complete and sign. Have signature notarized.
- ☐ Form #108 IF THERE ARE CHILDREN INVOLVED -- AND IF YOU HAVE FILED A PROPOSED PARENTING PLAN, fill in caption. The Judge will sign later. (Don't use this form if there are no children.)
- ☐ Form #109 Complete and sign.
- ☐ Form #110 Fill in caption.
- ☐ Form #111 Complete those sections you can. After the hearing you will be expected to **fully** complete the form.
- ☐ Form #112 Complete caption - do not sign. (You will sign later - see Step #5.)
- ☐ Form #113 Complete caption only.

STEP 2. -- Making Copies

- ☐ Make 1 copy of Form #105, 106, 107, 109, 110, 111, 112 & 113 for your files.
- ☐ IF YOU HAVE CHILDREN AND HAVE COMPLETED A PROPOSED PARENTING PLAN, make 2 copies of Form #66 (in Packet E- which you have already filed).
- ☐ Make 2 copies of Form #108.
- ☐ Make 2 copies of Form #43 or #80.

STEP 3. -- Filing Your Documents With Clerk of Court.

- ☐ Deliver the originals of Form #105-113 and the two copies of Form #43 or #80 to the Clerk of Court -- **with Form #113 on top**. If the paperwork is not in order, the Court's Reviewer will be in contact with you.
- ☐ You will be notified later of the hearing date.

II. HEARING IN COURT:

You have chosen to represent yourself. Arrive at the courthouse early. While divorce can be very difficult and emotional, the Court expects the parties to be civil and remain focused on the legal issues.

STEP 4. -- Court Hearing - on Default Judgment.

You should be prepared to be sworn in, sit in the witness stand, and answer any questions asked of you by the Judge.

III. AFTER THE HEARING:

STEP 5. -- Final Paperwork.

- ☐ After the hearing, you must fully complete and file Form #111 with the Clerk of Court.
- ☐ A filing fee of \$45 (subject to change) must be paid to the Clerk of Court before the Final Decree (Form #43 or #80) is filed.
- ☐ Copies of the Final Decree will be available at the Clerk of Court's office. The Clerk's office charges \$10 per copy. However, you have already supplied two extra copies of the Final Decree. The Clerk's office will conform these copies with the original without any cost. The Clerk should then certify the two copies. The cost for certification is \$2.00 each.

STEP 6. -- Notify the Other Parent.

- ☐ Form #112 Complete, sign, and mail a copy to your spouse, together with one certified copy of the Final Decree (Form #43 or #80) signed by the Judge.
- ☐ Form #108 & 66 If there is a parenting plan/children involved --- also mail to your spouse a copy of Form 108 (Order Adopting Parenting Plan as Final) and a copy of the proposed Parenting Plan (Form #66).
- ☐ File original Form #112 with the Clerk of Court.

***** NOTE --- THE OTHER PARENT HAS 30 DAYS FROM YOUR FILING OF THE NOTICE OF ENTRY OF DECREE TO APPEAL THE DECREE. FOR THIS REASON, IT IS IMPORTANT THAT YOU FILE THE NOTICE WITH THE CLERK. *****